

Learning Outside the Classroom and Educational Visits Policy

2018

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life. At the Banks Road Infant and Nursery School we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to and complement what they learn in school.



1 Introduction

1.2 At Banks Road Infant and Nursery School we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children, we also offer educational visits and other activities that add to and complement what they learn in school.

2 Organisation

2.1 At Banks Road Infant and Nursery School, Teaching Staff organising an educational visit use Evolve, the LA planning tool which allows staff to plan and submit visits for approval.

2.2 Maria Holmes is the Educational Visits Coordinator.

2.3 The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for each school year. In addition teachers agree the corresponding programme of visits and activities during each academic year.

2.4 Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents at the earliest convenience.

2.5 Visits and activities usually take place within the school day, and the governing board approves all such visits in advance. We follow the Local Authority's guidelines relating to health and safety, and we ask parents to give written consent for their child to take part in any activity that takes children off the school site and out of the Toton area. If we do not receive this written permission, the child will be unable to participate. When joining the school, each parent is asked to sign a document giving permission for their child to take part in activities within the local environment during their time at the school.

3 Charging for school activities

3.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities. The governing board has a ‘Charging and Remissions’ policy that details the full range of activities where a charge can be made. A copy of this is available from the school office.

4 Curriculum links

4.1 All learning outside the classroom, educational visits and activities support and enrich the work we do inside the school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

4.2 For each subject in the curriculum there is a corresponding programme of activities which may include visits by specialists. These activities may include:

- English/Literacy – theatre visits, visits by authors, poets and theatre groups;
- science – use of the school grounds, visits by speakers;
- mathematics – use of shape and number trails in the local environment;
- history – castle visits, study of local housing, local museums;
- geography – use of the locality for fieldwork, village trails;
- art and design – art gallery visits, use of the locality;
- PE –Cluster and other sports activities, extra-curricular activities, visits by specialist coaches;
- music – range of specialist music teaching, extra-curricular activities, Music School, concerts for parents to hear;
- design and technology – visits to local factories/design centres;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy.

4.3 We also welcome visits from others from our local area such as neighbourhood police officers and health workers. These visits support the personal, social and health education of our children. The Churches of Toton clergy lead assemblies throughout the school year.

5 Risk Assessment

5.1 The school follows the guidelines on Risk Management in the LA Guidance The risk assessment should identify significant risks and take measures to control these, through proper planning by staff leading the visit.

5.2 A risk assessment must be undertaken prior to all educational visits and off-site activities. The Head teacher delegates this responsibility to the member of staff organising the visit or activity but must approve and sign the risk assessment before the visit/activity is allowed to go ahead. The risk assessment must include the SEN/medical needs of the specific group of children participating.

5.3 The school has a standard format for risk assessment. Risk assessments should be completed and saved on the hard-drive in the appropriate folder. These can then be amended when further visits are organised. A printed copy of the risk assessment should be placed in the file in the main office after submission on the LA Evolve system. All adults accompanying the visit should be given a copy of the risk assessment and made fully aware of their responsibilities.

6 Pre-visits

6.1 In order to undertake a full and comprehensive assessment of risks, a pre-visit is useful but not compulsory. Even where the visit is made regularly, risks should be re-assessed in light of current plans. It is usually the responsibility of the visit organiser to carry out a pre-visit.

7 Ratio of adults to pupils

7.1 At Primary School we follow LA Guidance on minimum staff/pupil ratios for visits.

In all cases one adult included in the above ratios must be a teacher. It must be stressed that these are minimum ratios and that visit organizers must consider the following factors when deciding on the final adult/child ratio: SEN and medical needs; type of activities to be undertaken; experience and competence of all adults accompanying the visit; duration of the visit; competence and behavioural history of the group of children.

8 Voluntary Help

8.1 At Banks Road Infant and Nursery School, we are aware that many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as either parents or governors.

8.2 Volunteers will be told that they have the responsibility to follow the instructions of the visit organiser and that the visit organiser retains overall responsibility.

8.3 The school will appoint volunteer helpers as far in advance of the visit as practical and will provide opportunities for those volunteers to meet the pupils, for whom they will have responsibility, learning their names and getting to know them.

8.4 The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent.

8.5 The visit organiser is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role.

8.6 Where children are organised in small groups, a child will not generally be placed in a group for which his/her parent is responsible.

8.7 All off site volunteers must have previously attended the full induction course for volunteering in school led by the head teacher.

8.8 When more people volunteer than is room on the transport then names will be ‘drawn out of a hat’ by the children. Volunteers will be notified as far in advance of the visit as to whether they are required to come.

9 Transport

9.1 Parents will always be informed as to the type of transport being provided for an educational visit.

9.2 Coaches. Seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a coach. The visit organiser is responsible for the conduct and behaviour of the children whilst they are travelling. The school must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling.

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9.3 Public transport can also be used including buses for local journeys, either as private hire or public use. An increased adult/pupil ratio must be considered and close supervision of the children must be ensured.

10 Check list

The visit organiser should ensure he/she has completed the ‘Check List for Visits’ and given a copy to the school office no less than 24 hours before the visit is due to take place.

11 Monitoring and Review

It is the responsibility of our governing Board to monitor the effectiveness of this policy. The governing Board does this by:

- requiring the Headteacher to report to governors on an annual basis on the effectiveness of this policy
- taking into serious consideration any complaints regarding educational visits from parents, staff or pupils
- Reviewing this policy every two years

<u>THE POLICY WILL BE REVIEWED BI-ANNUALLY.</u>
DATE OF RATIFICATION BY GOVERNING BOARD: July 2018 Date of next review July 2020
This policy was reviewed and ratified by the Pupil and Personnel committee July 2018 Signed: Chair of Governors _____ Date: _____